



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-114	POSITION TITLE: Health Policy Legislative Counsel
OPENING DATE: 01/09/2023	CLOSING DATE: Open until filled
SALARY RANGE: \$90,000 - \$99,000	TOUR OF DUTY: Mon-Fri 9am – 5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Christina Henderson Committee on Health
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

At-Large DC Councilmember Christina Henderson is seeking a highly motivated **Health Policy Legislative Counsel** to help develop and execute policy and legislative strategy for the DC Council's Committee on Health. Councilmember Henderson is committed to collaborative, innovative, and equitable policy making. The person in this position will work closely with the Councilmember and the Committee Director and be responsible for serving as the subject-matter expert for all agencies or policy issues that fall under their portfolio. A successful applicant will have experience and working knowledge of health care and related issues such as Medicaid and Medicare policy and law; experience working on policy, legislation, and government budgets; exceptional writing and editing skills; knowledge of local DC political and policy issues; and be an innovative problem solver and collaborative team member.

MAJOR RESPONSIBILITIES:

- Researching and drafting legislation and amendments and shepherding policy ideas through the legislative process, with a focus on health insurance coverage for District residents

- Analyzing the annual performance metrics and proposed fiscal year budgets of assigned District health agencies
- Researching, analyzing, and tracking legislation
- Drafting statements and questions for public hearings for the Councilmember
- Preparing for and staffing the Councilmember at public hearings and relevant meetings
- Engaging with key stakeholders, including District agencies, interest groups, Council and executive staff and constituents
- Communicating effectively and professionally with internal and external stakeholders

QUALIFICATIONS:

Graduate degree required. Minimum 3 years of work experience. Residency in the District of Columbia within six months of hire is required.

HOW TO APPLY:

Interested applicants should submit their cover letter, resume, and 2 writing samples to mshaffer@dccouncil.gov. Please include the position you are applying for in the subject line. Application materials requested by January 17 for strong consideration.

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

SALARY AND BENEFITS: The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

COVID-19 VACCINATION POLICY: The highest priority for the Council of the District of Columbia (“Council”) is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees’ well-being, as well as the health and safety of our volunteers, contractors, and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer. Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
